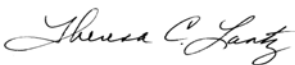
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 5.6	Effective Date 8/15/2006	Page 1 of 5
	Supersedes Toxic Materials and Hazardous Communication Protocol, dated 3/9/2001		
Approved By 	Title Hazard Communication Protocol		

1. Policy. The Department of Correction shall contribute to a healthy environment by: procuring the least toxic and environmentally adverse chemicals to perform a required task; handling, storing, and disposing hazardous materials in a safe and environmentally sound manner; and implementing required procedures in the event of a chemical spill or accident. The Department shall communicate the hazards and identities of chemicals to which staff and inmates are exposed.

2. Authority and Reference.
 - A. United States Code, 29 USC 655 and 657, Occupational Safety and Health Act of 1970, as amended.
 - B. Code of Federal Regulations, 29 CFR 1910.1200, Hazard Communication.
 - C. Connecticut General Statutes, Section 18-81.
 - D. Facilities Management and Engineering Services Policy 002, Spill Reporting Procedures.
 - E. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-4D-01.
 - F. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4331.
 - G. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-1A-02.
 - H. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-3E-03.
 - I. Administrative Directive 5.8, Purchasing of New Chemical Products.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Chemical. Any element, chemical compound, or mixture of elements and/or compounds.
 - B. Employee. A person who works for another in return for financial or other compensation, to include inmate workers.
 - C. Hazard Communication Standard. Section 29 CFR 1910.1200 of the Code of Federal Regulations provides for an employee's right to know about chemicals used in the workplace, their hazards, and actions to be taken to prevent exposure and in the event of exposure. This standard includes requirements for informational labels, Material Safety Data Sheets, and employee training.
 - D. Hazardous Chemical. Any chemical that is a physical hazard or a health hazard.
 - E. Material Safety Data Sheet (MSDS). Detailed technical information, produced by chemical manufacturers and importers, that evaluate and list the hazards of the chemicals they produce or import.
 - F. Use. Package, handle, react (i.e., mix), or transfer a chemical.

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4. Hazardous Material Communication Procedures. Each Unit Administrator shall establish written procedures for communicating the existence of hazardous chemicals in accordance with the Hazard Communication Standard and Attachment B, Material Safety Data Sheet Checklist. The procedures shall be updated annually and/or as new hazards enter the work area. At a minimum, such procedures shall include sections on training and information, hazardous chemical lists, non-routine tasks and special projects, and outside contractors.
 - A. Training and Information. Training shall be conducted on hazardous chemicals in their work area at the time of an employee's initial assignment, annually thereafter, and whenever a new hazard is introduced to the work area. Training and information shall be provided for staff and inmates who may be exposed to hazardous chemicals under normal operating conditions or in emergencies to include:
 1. a summary of the hazard communication program;
 2. chemical and physical properties of hazardous chemicals and methods that can be used to detect the presence or release of chemicals;
 3. physical hazards of chemicals;
 4. health hazards, including signs and symptoms of exposure, associated with exposure to chemicals, and any medical condition known to be aggravated by the exposure to the chemical;
 5. procedures to protect against hazards;
 6. location of Material Safety Data Sheets, how to read and interpret the information on both chemical labels and Material Safety Data Sheets, and how to obtain further information; and,
 7. provision of the following information to employees:
 - a. notification of the hazardous chemicals used or stored at the facility to which the employee may be exposed in accordance with the requirements of 29 CFR 1910.1200;
 - b. operations with hazardous chemicals present;
 - c. location and availability of the chemical inventory;
 - d. location and availability of the written hazard communication program;
 - e. location and availability of Material Safety Data Sheet documentation;
 - f. chemical hazards present during non-routine tasks; and
 - g. hazards of chemicals in unlabeled pipes, if any.
 - B. Chemical Lists. The Unit Administrator or designee shall maintain a current list or lists of hazardous chemicals that are used at the facility in accordance with CN 5601, Workplace Hazardous Chemical List and Attachment A, Workplace Hazardous Chemical List (Example). The list(s) shall be available to anyone who would like to review the chemicals.

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- C. Non-Routine Tasks and Special Projects. The Unit Administrator or designee shall provide for hazard communication related to non-routine tasks and special projects. The supervisor or designee shall have special sessions with employees to inform them of chemical hazards associated with a non-routine task.
- D. Outside Contractors. The Unit Administrator or designee shall advise outside contractors of known chemical hazards that may be encountered in the normal course of work, measures to protect their employees, and the location of the facility policy, Material Safety Data Sheets, labeling system, protective measures, and safe handling procedures. The Unit Administrator or designee shall also obtain from outside contractors known chemical hazards that may be encountered in the normal course of work performed at the facility.

5. Management.

- A. The Unit Administrator or designee shall:
 - 1. develop and maintain a current list of hazardous chemicals used by the facility utilizing CN 5601, Workplace Hazardous Chemical List;
 - 2. ensure that each chemical used for facility purposes has a current Material Safety Data Sheet;
 - 3. review the Material Safety Data Sheet prior to delivery of each hazardous chemical to determine if there is a special safety concern or need for additional precautions;
 - 4. maintain a central file of all Material Safety Data Sheets for chemicals used in the facility;
 - 5. ensure compliance with state and federal laws and regulations, along with standards established by the American Correctional Association, which require that hazardous chemicals be handled safely and that training be conducted;
 - 6. ensure that Material Safety Data Sheets:
 - a. are available to employees before or upon arrival of hazardous chemicals;
 - b. are available to employees, including working inmates, the Occupational Safety and Health Administration (OSHA), and designated employee representatives;
 - c. meet the requirements of 29 CFR 1910.1200(g);
 - d. are provided for hazardous chemicals manufactured or produced (e.g., welding fumes or wood dust). Hazard determinations shall be as described in 29 CFR 1910.1200(d).
 - f. are attached to the packing list, to accompany the chemical to the end user; and,
 - g. are kept in a readily accessible location for employees when they are in their work areas during their work shifts by the unit using the chemical.
 - 7. monitor and evaluate the safety program.

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B. Each unit/section head within the facility shall:

1. provide training and information as required by 29 CFR 1910.1200(h) to their staff, inmates, and outside contractors;
2. prepare and maintain a chemical inventory of all hazardous chemicals used and generated within their unit/section;
3. utilize the least hazardous chemical to perform a given task;
4. obtain Material Safety Data Sheets for all chemicals purchased;
5. maintain and review applicable Material Safety Data Sheets;
6. ensure proper labeling on containers;
7. note activities that generate sources of chemical exposure (e.g., welding fumes, dust, boiler soot blowing, etc.) and requesting hazard information from suppliers;
8. restrict employees from intrinsically dangerous chemical exposure, (e.g., chemical pest control, asbestos removal, and engine degreasing by utilization of volatile solvents);
9. prepare and maintain a record of monthly usage of hazardous chemicals utilizing CN 5602, Workplace Hazardous Chemical Inventory;
10. maintain records of disposal information for hazardous chemicals including copies of Hazardous Waste Manifests - originals shall be forwarded to and maintained by the Fire Safety Officer. If a manifest is not used, make records of disposal that include:
 - a. generator name, facility, and unit/section or program generating the waste;
 - b. date of waste pick up;
 - c. name, address, and phone number of waste transporter;
 - d. description of waste removed, chemical name, material state (i.e., solid, liquid, gas);
 - e. estimated quantity of waste removed from premises;
 - f. type and quantity of containers in which the waste was stored;
 - g. type and quantity of containers in which the waste is transported; and,
 - h. name, address, and telephone number of waste disposal facility.
11. report spills and by-passes in accordance with Facilities Management and Engineering Services Policy 002, Spill Reporting Procedures.

C. The purchasing office shall ensure the following:

1. all Material Safety Data Sheets are obtained for chemicals, if the words "MSDS Required" are on the purchase request, prior to delivery of a chemical to the using unit/section. If an adequate Material Safety Data Sheet is not supplied, as required under the contract, the order shall be returned to the supplier;

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2. a copy of the Material Safety Data Sheet is attached to the using unit/section's packing list; and,
3. the least toxic and/or environmentally adverse chemicals are purchased to perform the required task in accordance with Administrative Directive 5.8, Purchasing of New Chemical Products.

- D. The Facilities Management and Engineering Services Unit shall provide assistance necessary to ensure that the requirements of law, regulation, and this directive are met.

6. Record Keeping.

- A. Each Unit Administrator or designee shall maintain the following:
 1. A copy of all hazard communication programs as updated.
 2. A copy of all facility Material Safety Data Sheets in the Shift Commander's Office, Medical Unit, and such other locations as may be necessary.
- B. The Fire Safety Officer at each facility shall maintain the original unit copy of all Hazardous Waste Manifests, shipping papers, and the original copy of biomedical waste tracking forms.

7. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- A. CN 5601, Workplace Hazardous Chemical List;
- B. CN 5602, Workplace Hazardous Chemical Inventory;
- C. Attachment A, Workplace Hazardous Chemical List (Example); and,
- D. Attachment B, Material Safety Data Sheet Checklist.

8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.